

ARBOR RIDGE LODGE RESERVATION RULES & CONTRACT

Please read the following pages before signing the contract (attached). Your signature indicates that you have read, understand, and agree to the following:

- COST:** There is a \$50.00 fee (**checks payable to Arbor Ridge HOA**) for the private use of the Lodge, due with the signed contract. Only a homeowner of record may reserve the Lodge for private events. Any homeowner who is in arrears for common charges, or owes any other sum of money to the Arbor Ridge HOA, cannot reserve or use the facility.
- SECURITY DEPOSIT:** The registration numbers on our Lodge key fobs are coded to specific residences for security purposes. In lieu of an additional security deposit, it becomes the homeowner's responsibility to reimburse the Association should damage occur or additional cleaning be needed after your event. The costs of such repairs/cleaning will be charged to the unit owner's account and will be subject to collection procedures if not paid. Post-event inspections will be done. PLEASE report any accidental damages to Kenrick immediately after the event.
- PRESENCE:** An adult homeowner of the Arbor Ridge HOA must be in attendance at all times during the event, and must remain as long as there are any guests present. Party guests should not use the exercise equipment during a private event.
- SET-UP & CLEAN UP:** Allow enough time to set up before and clean up after your function. You will be advised if another party is using the facility just before or soon after your event. After a private event, you must:
 - ~ remove all perishable food from within 24 hours of the event;
 - ~ run the dishwasher or hand wash all dishes and return to storage;
 - ~ thoroughly clean all kitchen appliances, cabinets, and counters;
 - ~ vacuum the carpet and clean the furniture when needed;
 - ~ turn off the fireplace if it was used;
 - ~ push "RUN" on the thermostat to return it to its pre-event setting; ~ check restrooms for cleanliness and empty trash receptacles;
 - ~ remove all garbage from the Lodge to trash cans (or take with you).Please return everything to its original condition and location. A vacuum cleaner and mop are available in the storage room. Post-event inspections will be done.
- FURNITURE AND EQUIPMENT:** Cleaning and dishwashing materials are available. **If you put trash in the Lodge trash cans, it is YOUR responsibility** to put them out to the curb for pickup for our next normal trash collection day. You must also return the trash containers to the shed by 6:00PM on the day of pickup.
- MAXIMUM CAPACITY:** Fire regulations limit the number of people in the Lodge to **73**.

7. **INDEMNIFICATION:** The homeowner hereby agrees to indemnify and hold harmless the Arbor Ridge HOA against all liability claims and judgments or demands for damages arising for any reason to persons or property occasioned by the use of the Lodge facilities by the homeowner. The homeowner agrees to defend any and all suits that may be brought against the Association on account of such incidents and will make good and reimburse the Association for any expenditures that the Association may make by reason of such incidents or accidents.
8. **USE OF THE LODGE:** Individual homeowners agree not to use the Lodge for their own commercial purposes, but only for personal use, and further agree to be present during the entire time of the function.
9. **ALCOHOLIC BEVERAGES:** In the event that any alcoholic beverages are served in the Lodge, minors will not be served, and the resident will be responsible for the behavior of his/her guests. No alcoholic beverages may be left in the Lodge overnight.
10. **SMOKING and the burning of candles IS NOT** permitted inside the Lodge. If guests smoke outside, all ashtrays and butts must be removed and disposed of properly and safely.
11. **BEHAVIOR DURING FUNCTIONS:** Respect the proximity to St. John's Greenhouse and nearby residents, and monitor your noise level accordingly. Park in the Lodge lot only, and do not park on the grass or in the St. John's parking areas.
12. **DECORATIONS:** No tacks, staples, or other damaging fasteners should be used to attach decorations to the furniture, walls, drapes, floors, or ceiling of the Lodge. All decorations and fasteners are to be removed from the Lodge (plus any outside decorations as well) by the morning following the event.
13. **CANCELLATIONS:** If you need to cancel your reservation please contact Kenrick as soon as possible at 585-424-1540.

Should any of these regulations be violated, the Board of Directors reserves the right to deny the homeowner future use of these facilities.

Approved by the Board of Directors
November, 2015

**Keep this sheet for guidance; return the reservation form ONLY
(address below)**

**ARBOR RIDGE HOMEOWNERS ASSOCIATION, INC.
LODGE RESERVATION CONTRACT**

Please complete and return to:
Kenrick Corporation (for Arbor Ridge)
3495 Winton Place, D-4
Rochester, NY 14623

Your signature indicates that you have read, understand, and agree to the terms accompanying this contract. Checks for the reservation fee should be made out to Arbor Ridge HOA.

Name of Homeowner: _____
Please Print

Address: _____
_____ Fairport, NY 14450 _____

Phone: Home: _____ Work: _____

Date of Event: _____

Time Requested: Start: _____ Finish: _____

Approximate Number Attending: _____ Type of Event: _____

Resident's Signature: _____ Date: _____